



Department of Energy
Office of Science
Washington, DC 20585

August 12, 2003

Office of the Director


Professor Frederick Gilman
DOE/NSF High Energy Physics Advisory Panel
Carnegie-Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

Dear Professor ^{Fred}Gilman:

This letter requests that the High Energy Physics Advisory Panel (HEPAP) establish a Committee of Visitors (COV) through which HEPAP can provide an assessment on a regular basis of process-related matters pertaining to the management of the Department of Energy Office of Science High Energy Physics program. The COV should review High Energy Physics (HEP) program management every three to four years providing an assessment of the effectiveness, efficiency, and quality of the processes used to solicit, review, recommend, and document proposal actions and monitor active projects and programs. In addition, the COV should also comment on how the award process has affected the breadth and depth of the HEP portfolio elements, and its national and international standing. The High Energy Physics Advisory Panel should work with the Acting Associate Director of the Office of Science for High Energy Physics to establish the processes and procedures for the first COV to occur in 2003.

I appreciate HEPAP's willingness to take on this important activity, and I look forward to meeting with you and learning of your progress in this important task.

Sincerely,


Raymond L. Orbach
Director